EMS Update 2015: Registration and Course Information

For 2015, the Los Angeles County *EMS Update* is again offered as an online course providers may complete individually. Your agency or organization may also offer a more traditional classroom course; please check with your paramedic coordinator or educator for details. The online course is provided in collaboration with the UCLA Center for Prehospital Care.

Any EMS provider may sign up for and complete the online *EMS Update 2015*, whether or not you are required to. The Los Angeles County Emergency Medical Services Agency has encouraged EMTs, physicians, and others who may provide emergency medical services to take the course, even if not required to do so.

Registration & Login

The following registration and sign-on instructions apply to individual providers, educators, and organizational coordinators. Please see the notes at the end for additional information for educators and coordinators.

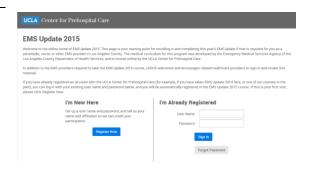
- 1. To access the course, visit the UCLA CPC web site, at http://www.cpc.mednet.ucla.edu, and click the "EMS Update 2015" link near the middle of the screen.
- The next page is the registration & login page. If you have previously registered for EMS Update, or for other coursework at UCLA CPC, you can enter your user name and password at the right. If this is your first visit, click Register Now at the left.

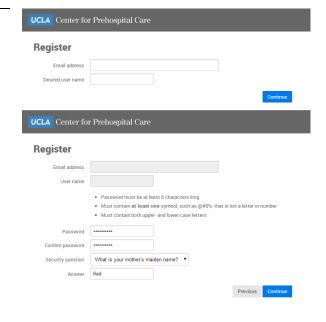
(If you are entering your user name and password, skip to step 5. If you are registering for the first time, continue to step 3.)

3. Next, you'll set up your user name and password. First, enter your email address and the user name you would like to use. When you click Continue, the system will check to make sure the user name you've requested is not in use.

Enter your desired password twice, noting the password security requirements on the screen. Choose a security question and provide the answer. You'll use this if you need to reset your password in the future.

Click Continue. You should see a notice that your account has been successfully created. Click Continue again.





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4. Next, please complete your profile information. Type your name exactly as it should appear on your certificate, and include your license number (Paramedic, MICN, etc.). We'll also need your organization, so your paramedic coordinator can track completions.

Some agencies, such as L.A. County Fire Department, have asked that providers enter your Employee ID number to facilitate completion tracking.

Once you click Save & Continue, your registration is finished.

5. You are now logged in and enrolled in EMS Update 2015. Your "My Programs" page will show this (as well as any previous UCLA CPC courses you've completed, if you logged in using your existing user name and password).

From this page, you can also click "My Profile" to edit your profile information or change your password.

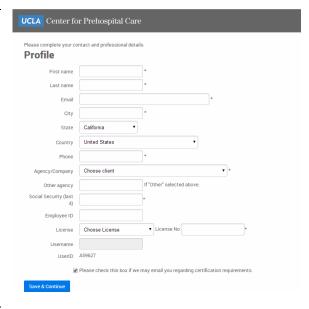
Click the EMS Update 2015 link to proceed to the online course page.

6. The online course page provides instructions for completing the course.

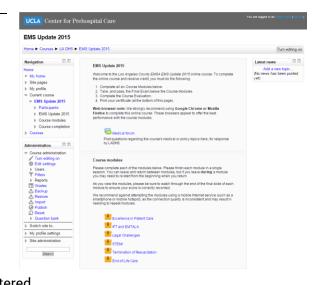
Briefly, you must complete all six modules, and then take the final exam. The final exam must be passed with a score of at least 80%.

Once you have passed the final and completed the course evaluation, you can print your certificate. Please print it immediately and retain a copy.

You can stop the course, leave, and return at any time, and resume where you left off. Just follow steps 1 & 2 of these instructions to log in with the user name and password you set up when you registered.







You are able to log in and view the modules as many times as you wish. The course materials will remain available to you as long as the course is open.

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Notes for educators

If you wish to project the online modules in a classroom setting, follow the instructions as above to register and log in from your classroom computer.

You may repeat the instructional modules as often as you need; no special arrangements are required for you to conduct multiple class sessions.

The completion certificate that is printable online applies only to the account holder currently logged in (in other words, it is only *your* completion certificate). You will need to issue traditional certificates to providers completing the course via classroom sessions.

Notes for coordinators

Each organization's designated paramedic coordinator will be able to view the scores for their organization's providers, for the purpose of ensuring all providers complete the course.

Coordinators must first register and visit the online course page as described above. Further instructions for coordinators to receive access to organizational scores have been sent. If you need coordinator access for your organization and haven't received this information, please contact David Wells at L.A. County EMSA to arrange access.